

**From:** [Shahenian, Nicole](#)  
**To:** [Carlos Rodriguez](#)  
**Cc:** [LABT](#); [Jeff Zarrinam](#); [Gubler, Leron](#)  
**Subject:** RE: Revised - EHBID Adopt -a median - need HBT signature  
**Date:** Monday, April 10, 2017 10:45:00 AM

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Got it! Thanks for the clarification! I will send over shortly.

-Nicole

**From:** Carlos Rodriguez [mailto:carlos.c.rodriguez@lacity.org]  
**Sent:** Monday, April 10, 2017 10:44 AM  
**To:** Shahenian, Nicole <Nicole@hollywoodchamber.net>  
**Cc:** LABT <hbteam@earthlink.net>; Jeff Zarrinam <jeff@hollywoodhotel.net>; Gubler, Leron <Leron@hollywoodchamber.net>  
**Subject:** Re: Revised - EHBID Adopt -a median - need HBT signature

Hello Nicole,

The EHBID needs to sign the Maintenance Agreement for the Adopt-A-Median Program. The understanding is that the EHBID is the entity that is taking responsibility of maintaining the median islands, however the EHBID has obtained the services of the LABT for the maintenance of the median island at this time. In the future EHBID may have another entity performing the maintenance on the median islands, but EHBID would still remain as the entity that is responsible for the maintenance the islands. Therefore, EHBID should sign the Maintenance Agreement for the Adopt-A-Median Program and list the LABT as the Entity Maintaining the Project Site (already done on the form). I hope this answers your questions, if not please do not hesitate to call me.

Thanks you and have a great day.

On Fri, Apr 7, 2017 at 9:57 AM, Shahenian, Nicole <[Nicole@hollywoodchamber.net](mailto:Nicole@hollywoodchamber.net)> wrote:

Carlos-

See below from Sharyn at LABT. There is some confusion on who should be listed as the "Entity Maintain Project" and which organization should be signing the maintenance agreement.

I believe when you and I had gone over the form, we had discussed that the EHBID be listed under the "project initiated/sponsor by" section and that LABT should be listed under the "Entity Maintaining Project site" section.

The signature section asks for the "maintenance Entity Representative" which I assumed would then be LABT based on the above.

Can you please clarify? I have attached the completed form for reference.

Thanks so much!

-Nicole

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**From:** LABT <[hbteam@earthlink.net](mailto:hbteam@earthlink.net)>  
**Sent:** Friday, April 7, 2017 9:48 AM  
**To:** Shahenian, Nicole; Jeff Zarrinnam  
**Cc:** Gubler, Leron  
**Subject:** RE: Revised - EHBID Adopt -a median - need HBT signature

Hi Folks,

Usually the entity who is paying for service signs the form,  
Not the contractor.

Sharyn Romano  
Los Angeles Beautification Team  
1741 N Cherokee Avenue  
Los Angeles, CA 90028  
Ph: [323-962-2163](tel:323-962-2163)  
Email: [hbteam@earthlink.net](mailto:hbteam@earthlink.net)

-----Original Message-----

From: Shahenian, Nicole [<mailto:Nicole@hollywoodchamber.net>]  
Sent: Thursday, April 06, 2017 12:26 PM  
To: Jeff Zarrinnam; 'HBT'  
Cc: Gubler, Leron  
Subject: Revised - EHBID Adopt -a median - need HBT signature  
Importance: High

Sharyn-

Please sign this copy. It includes Jeff's revisions.

Thanks!

-Nicole

From: Jeff Zarrinam [<mailto:Jeff@Hollywoodhotel.net>]  
Sent: Thursday, April 6, 2017 12:08 PM  
To: Shahenian, Nicole <[Nicole@hollywoodchamber.net](mailto:Nicole@hollywoodchamber.net)>  
Cc: Jeff Zarrinam <[jeff@hollywoodhotel.net](mailto:jeff@hollywoodhotel.net)>  
Subject: RE: EHBID Adopt -a median - need HBT signature

Please confirm you received it

Vaya con Dios,

Jeff Zarrinam, C.H.A.  
President & CEO

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From: Shahenian, Nicole [<mailto:Nicole@hollywoodchamber.net>]  
Sent: Thursday, April 6, 2017 12:04 PM  
To: Jeff Zarrinam <[Jeff@Hollywoodhotel.net](mailto:Jeff@Hollywoodhotel.net)>>  
Subject: RE: EHBID Adopt -a median - need HBT signature

No. Go ahead and send to chamber e-mail until I get the bid email resolved. ☺

-Nicole

From: Jeff Zarrinam [<mailto:Jeff@Hollywoodhotel.net>]  
Sent: Thursday, April 6, 2017 11:55 AM  
To: Shahenian, Nicole <[Nicole@hollywoodchamber.net](mailto:Nicole@hollywoodchamber.net)><<mailto:Nicole@hollywoodchamber.net>>>  
Subject: RE: EHBID Adopt -a median - need HBT signature

Did you receive my attachment with proposed changes?

Vaya con Dios,

Jeff Zarrinam, C.H.A.  
President & CEO

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From: Shahenian, Nicole [<mailto:Nicole@hollywoodchamber.net>]  
Sent: Thursday, April 6, 2017 11:52 AM  
To: Jeff Zarrinam <[Jeff@Hollywoodhotel.net](mailto:Jeff@Hollywoodhotel.net)>>  
Cc: Panoyan, Marlene <[Marlene@hollywoodchamber.net](mailto:Marlene@hollywoodchamber.net)><<mailto:Marlene@hollywoodchamber.net>>>  
Subject: RE: EHBID Adopt -a median - need HBT signature

Thanks for letting me know! I have not received anything from you at my [ehbid.org](http://ehbid.org) address. I am asking Marlene to look into it now.

Thanks for the heads up!

-Nicole

From: Jeff Zarrinam [<mailto:Jeff@Hollywoodhotel.net>]  
Sent: Thursday, April 6, 2017 11:46 AM  
To: Shahenian, Nicole <[Nicole@hollywoodchamber.net](mailto:Nicole@hollywoodchamber.net)><<mailto:Nicole@hollywoodchamber.net>>>  
Cc: Jeff Zarrinam <[jeff@hollywoodhotel.net](mailto:jeff@hollywoodhotel.net)><<mailto:jeff@hollywoodhotel.net>>>  
Subject: FW: EHBID Adopt -a median - need HBT signature

Nicole

I received a bounce back error on the [nicole@ehbid.org](mailto:nicole@ehbid.org)<<mailto:nicole@ehbid.org>> email.  
Did you receive it the first email?

Vaya con Dios,

Jeff Zarrinam, C.H.A.  
President & CEO

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From: Jeff Zarrinam

Sent: Thursday, April 6, 2017 11:44 AM

To: 'Nicole Shahenian' <[nicole@ehbid.org](mailto:nicole@ehbid.org)><mailto:[nicole@ehbid.org](mailto:nicole@ehbid.org)>>; 'HBT'  
<[hbteam@earthlink.net](mailto:hbteam@earthlink.net)><mailto:[hbteam@earthlink.net](mailto:hbteam@earthlink.net)>>

Cc: Gubler, Leron <[Leron@hollywoodchamber.net](mailto:Leron@hollywoodchamber.net)><mailto:[Leron@hollywoodchamber.net](mailto:Leron@hollywoodchamber.net)>>; 'Carlos Rodriguez'  
<[carlos.c.rodriguez@lacity.org](mailto:carlos.c.rodriguez@lacity.org)><mailto:[carlos.c.rodriguez@lacity.org](mailto:carlos.c.rodriguez@lacity.org)>>

Subject: RE: EHBID Adopt -a median - need HBT signature

Nicole

I reviewed the form and I believe we should “formally” adopt ALL the medians the EHBID maintains on the form which includes the Prospect/Vermont/Hollywood Median.

See attached - I made my corrections in Red.

Vaya con Dios,

Jeff Zarrinam, C.H.A.  
President & CEO

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Sent: Thursday, April 6, 2017 11:28 AM  
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Cc: Gubler, Leron <[Leron@hollywoodchamber.net](mailto:Leron@hollywoodchamber.net)><<mailto:Leron@hollywoodchamber.net>>>; Jeff Zarrinam <[Jeff@Hollywoodhotel.net](mailto:Jeff@Hollywoodhotel.net)><<mailto:Jeff@Hollywoodhotel.net>>>; 'Carlos Rodriguez' <[carlos.c.rodriguez@lacity.org](mailto:carlos.c.rodriguez@lacity.org)><<mailto:carlos.c.rodriguez@lacity.org>>>  
Subject: EHBID Adopt -a median - need HBT signature

Sharyn/Jeff:

Attached is the completed Maintenance agreement for the Vermont Medians. Can you both review and double check that I have the right intersections and maintenance details. Please let know if there is anything else you think I should add.

Sharyn- it also appears that you would be the one to sign this as the "Maintenance Entity Representative" . Once signed, please scan and e-mail back to us so we can send on to the City.

Thanks so much!

-Nicole

From: Jeff Zarrinnam [<mailto:Jeff@Hollywoodhotel.net>]  
Sent: Tuesday, April 4, 2017 6:25 PM  
To: Carlos Rodriguez <[carlos.c.rodriguez@lacity.org](mailto:carlos.c.rodriguez@lacity.org)<mailto:carlos.c.rodriguez@lacity.org>>  
Cc: Lupe Sandoval <[lupe.sandoval@lacity.org](mailto:lupe.sandoval@lacity.org)<mailto:lupe.sandoval@lacity.org>>; Carlos Rios <[carlos.rios@lacity.org](mailto:carlos.rios@lacity.org)<mailto:carlos.rios@lacity.org>>; Robert Gutierrez <[Robert.Gutierrez@lacity.org](mailto:Robert.Gutierrez@lacity.org)<mailto:Robert.Gutierrez@lacity.org>>; Sunny Ton <[sunny.ton@lacity.org](mailto:sunny.ton@lacity.org)<mailto:sunny.ton@lacity.org>>; Shahrenian, Nicole <[Nicole@hollywoodchamber.net](mailto:Nicole@hollywoodchamber.net)<mailto:Nicole@hollywoodchamber.net>>; Gubler, Leron <[Leron@hollywoodchamber.net](mailto:Leron@hollywoodchamber.net)<mailto:Leron@hollywoodchamber.net>>; Jeff Zarrinnam <[jeff@hollywoodhotel.net](mailto:jeff@hollywoodhotel.net)<mailto:jeff@hollywoodhotel.net>>  
Subject: RE: Adopt-A-Median

Hi Carlos

Nicole will complete the adopt a median forms.

I did not hear back from you regarding the status of the 2 medians south of Santa Monica.

Vaya con Dios,

Jeff Zarrinnam, C.H.A.  
President & CEO

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To: Jeff Zarrinam <[Jeff@Hollywoodhotel.net](mailto:Jeff@Hollywoodhotel.net)<<mailto:Jeff@Hollywoodhotel.net>>>  
Cc: Lupe Sandoval <[lupe.sandoval@lacity.org](mailto:lupe.sandoval@lacity.org)<<mailto:lupe.sandoval@lacity.org>>>>; Carlos Rios <[carlos.rios@lacity.org](mailto:carlos.rios@lacity.org)<<mailto:carlos.rios@lacity.org>>>>; Robert Gutierrez <[Robert.Gutierrez@lacity.org](mailto:Robert.Gutierrez@lacity.org)<<mailto:Robert.Gutierrez@lacity.org>>>>; Sunny Ton <[sunny.ton@lacity.org](mailto:sunny.ton@lacity.org)<<mailto:sunny.ton@lacity.org>>>>  
Subject: Fwd: Adopt-A-Median

Hello Jeff,

I am working on the final details of the Vermont Avenue Project. I need the East Hollywood BID to fill out and sign the Maintenance Agreement that is located on the link below under the category of Adopt-A-Median. This way we can get your contact Sharyn Romano with the LA Beautification Team to help us with the maintenance of these median islands. I appreciate your time and effort in helping us get this Maintenance Agreement to Mr Gerry Valido at the Office of Community Beautification. I would also like to request that you send me a copy of the Maintenance Agreement for our documentation. If you have any questions or concerns, please do not hesitate to call me.

Thank you and have a great day.

----- Forwarded message -----

From: Gerry Valido <[gerry.valido@lacity.org](mailto:gerry.valido@lacity.org)<<mailto:gerry.valido@lacity.org>>>  
Date: Tue, Apr 4, 2017 at 1:00 PM  
Subject: Adopt-A-Median  
To: Carlos Rodriguez <[carlos.c.rodriguez@lacity.org](mailto:carlos.c.rodriguez@lacity.org)<<mailto:carlos.c.rodriguez@lacity.org>>>>, Carlos Rodriguez <[carlos.x.rodriguez@lacity.org](mailto:carlos.x.rodriguez@lacity.org)<<mailto:carlos.x.rodriguez@lacity.org>>>>, Carlos Rodriguez <[carlos.rodriguez@lacity.org](mailto:carlos.rodriguez@lacity.org)<<mailto:carlos.rodriguez@lacity.org>>>>

(FIRST OF ALL MY APOLOGIES---THERE ARE 3 CARLOS RODRIGUEZ EMAIL ADDRESSES IN THE CITY E-MAIL SYSTEM--IF THIS DOESN'T PERTAIN TO YOU PLEASE DELETE--Sorry for the confusion)

Carlos,

Please see the link below:

<http://dpw.lacity.org/office-community-beautification/start-beautification-project-your-community#nid-2346>

You will find a Maintenance Agreement form that the BID can fill out and return to our office.

Call me if you have any questions.

thanks,

Gerry

--

GERRY VALIDO

Graffiti Abatement Monitor/Court Liaison/Community Coordinator

O: [\(213\) 978-0223](tel:(213)978-0223)<tel:(213)%20978-0223>

Adopt-A-Median / Adopt-A-Spot Program

O: [\(213\) 978-0225](tel:(213)978-0225)<tel:(213)%20978-0225> City of Los Angeles/Dept. of Public Works/Board of Public Works

Office of Community Beautification - City Mail Stop #465

200 North Spring Street, Rm. 356, L.A., CA 90012

C: [\(213\) 761-3160](tel:(213)761-3160)<tel:(213)%20761-3160> / Fax: (213) 978-0241<tel:(213)%20978-0241>

E-mail: [gerry.valido@lacity.org](mailto:gerry.valido@lacity.org)<mailto:gerry.valido@lacity.org>

Website: [www.laocb.org](http://www.laocb.org)<http://www.laocb.org/>

FOR GRAFFITI REMOVAL REQUESTS, PLEASE PHONE 3 - 1 - 1

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Active Mobility and Safety Implementation

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**Carlos Rodriguez**  
Transportation Engineering Associate II  
Active Mobility and Safety Implementation  
Los Angeles Department of Transportation  
213.928.9648

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